

**Position Description
City of Terre Haute**

Payroll Manager

Department: Controllers

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Reports To: Controller

**Content Revision Date:
7/10/2014**

FLSA: Non-Exempt

Position Responsibilities (include but are not limited to the following):

- Responsible for processing City's payroll.
- Inputs all personnel and payroll information into payroll system.
- Inputs all updated personnel information.
- Inputs all payroll deductions.
- Responsible for reporting 941 and 945 federal deposits.
- Generates the 941 quarterly report and 945 annual report.
- Reports state withholdings on a monthly basis.
- Generates State Annual Report.
- Answers all payroll-related inquiries.
- Verifies personnel worksheets for accuracy prior to entering data.
- Verifies payroll entries for accuracy.
- Completes employee verification request forms.
- Processes and balances year end W-2s and 1099Rs.
- Generates W-2 and 1099 reports.
- Reports all new hires to the state.
- Processes quarterly 941 reports.
- Processes annual 945 reports.
- Assists with processing W-2s.
- Reports wages earned and payment of unemployment monies to the State.
- Generates EEO-4 report, E-4 report, 550 report, ICMA Directory of Local Government Officials report, 100-R report, IRS/SSA/HCFA Medicare Secondary report, MISC Report, and OES report.
- Tracks all relevant data in relation to the reports listed.

Knowledge, Skills, and Abilities Required:

- Working ability to prioritize assignments.
- Considerable ability to work well with others.
- Excellent organization skills.
- Working ability to solve problems.
- Working knowledge of Microsoft Office and Microsoft Excel.
- Working ability to operate standard office equipment.
- Good oral communication skills.
- Detailed oriented.

Minimum Qualifications:

Education/Training: Preferred, Associate's Degree in a related field.

Experience: Minimum 2 years payroll experience.

Working Conditions: Office setting.

Physical Requirements:

- Ability to sit for extended periods of time.
- Finger dexterity required to manipulate objects and use a keyboard.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to extend hand(s) and arm(s).